ClassDojo School: Orientation
Our Agenda

Estimated duration: 30 minutes

Get to know your team
Understand the roles of the teachers, mentors, admin, and school leaders

Tips for success
Learn ways to use ClassDojo to engage, inspire, and share learning with your school community

Q&A
We'll address any unanswered questions you might have
ClassDojo School

What to Expect

ClassDojo Schools receive the **features, training & support** to use ClassDojo schoolwide—plus some exclusive swag for the next school year. 🎁

In Directory, check and see if you’ve connected all your teachers and staff.

All teachers and staff at ClassDojo Schools receive live training & dedicated support.

- Contact our team from your Directory page.
- Sign your teachers up for professional development at [classdojo.com/training](http://classdojo.com/training).
## Your team on ClassDojo

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- [classdojo.com/signup](https://classdojo.com/signup)
- Nominate at mentors@classdojo.com
- In Directory, click ‘Invite teachers button. [How to invite teachers to join your school](https://classdojo.com/how-to-invite-teachers-to-join-your-school)
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**New Admin Role!**

School Leaders and anyone with the Admin role can designate other Mentors and Teachers to be Admin.

Admin can help manage the overall school Directory.
• Add, edit & remove your school's teachers and students
• View classes, add co-teachers or transfer ownership
• **Tip**: Remove old teachers and add new ones shortly before school starts
• **Tip**: Bulk-add students by name and parent email using Import feature
• **Tip**: On classes tab, add yourself as a co-teacher to any class for access to family messaging
Primary Navigation

Directory: New!

- Give any teacher or mentor admin capabilities to update your school Directory
- Bulk-remove a group of students who are no longer at your school
- Archive old classes from within the Classes tab of the Directory
School Story

• A secure, private feed to share announcements, files, photos, videos & events

• School Story is a chance to highlight what makes your school special. It’s a window for families into the daily lives of their kids.

• **Tip:** Set routine for 2+ School Story posts per week

• **Tip:** Link posts to learning goals
Highlights and Calendar

- **Highlights:** View the total number of teachers, students and parents connected to your school listing on ClassDojo.
- **Highlights:** View the total number of messages sent, photos & videos shared, and positive feedback percentage from the current week.
- **Calendar:** Create & view all upcoming events for your school.
Messaging happens within individual classes

• Tip: Set up classes for any group of parents who you may want to message throughout the year, like your PTA

• Tip: When messaging all parents in a class, you can attach files & photos

• Tip: Group messages will create private, individual threads with each parent.

• Tip: Set guidelines with parents proactively about messaging at the start of the year
Your account settings

• Select account settings in top-right corner dropdown menu.

• **Edit profile:** Adjust name, photo, role

• **Messaging:** Set quiet hours, mute weekend notifications, enable read statuses, and download message history

• **Advanced:** Allow parent connection requests
What’s Next

Next Steps

• **School Directory Set-up:** Self-serve guide or live support sessions

• **Teacher Professional Development:**
  30-minute live sessions, July 25th onward. View menu & mark calendar for your teachers

• Need additional guidance? We are here to help! [Schedule a 1:1 Zoom chat](#) with a School Leader Support Team member
“At the heart of what I do as a teacher is make an impact on families. Since using ClassDojo, my relationships with parents have flourished and my relationship with students have flourished too.

My students might not always come in with high trust in the academic system. But when my students realize that I have a great relationship with their family, they trust me as well.

And strong, high-trust relationships leads to academic improvement.”

-Lauren Pirillo, NYCDOE